

**Tenant Move-in Checklist**

* Contact the electric utilities provider and put the electricity into your name within 1 day of move-in.
* Acquire your Renters Insurance policy, with the required liability coverage, and The Valhalla Group LLC and your property’s Ownership Entity listed as Additional Insureds, within 1 week of move-in.
* Log on to your on-line Resident Portal to change your password and look around.

Set up recurring rent payments if desired.

* Notify us of any condition left by the previous tenants that is unclean or needs to be addressed (missing lightbulbs, broken items, etc.) within 5 days of move-in.
* Setup other utilities and services (cable, internet, trash disposal, plowing, lawncare, etc.) as desired.
* Contact USPS to setup your mail delivery.
* Notify personal and business contacts of your address change so important mail is not delayed.
* Enjoy your new home!